



Maryland Department of Planning
Maryland Historical Trust

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Conveyance of a Preservation Easement to the Maryland Historical Trust

Packet of Information for: **Grants, Loans, Bond Bills,** **Excess Property and Mitigation**

Includes:

- Historic Preservation Easements: A Preservation Tool
- Easement Conveyance Checklist of Required Items
- Certificate of Title Format
- Resolution and Authorized Signature Format
- Deed of Easement and Conditional Security Agreement (sample)
- Procedures for Reviewing Changes and Alterations to an Easement Property
- The Secretary of the Interior's *Standards for the Treatment of Historic Properties*

Should you have any questions please contact:

Amy Skinner
Easement Administrator
Maryland Historical Trust
100 Community Place
Crownsville, Maryland 21032
Phone: (410) 514-7632
Email: askinner@mdp.state.md.us

Martin O'Malley, Governor
Anthony G. Brown, Lt. Governor

Richard Eberhart Hall, AICP, Secretary
Matthew J. Power, Deputy Secretary

Historic Preservation Easements: A Preservation Tool

What is a Historic Preservation Easement?

A preservation easement is a type of conservation easement designed to protect a significant historic, archaeological, or cultural resource. It is a private legal contract between the property owner and a chosen governmental entity or qualified organization for the purpose of protection of a property's historic value. It is one of the most effective legal tools available for historic preservation. An easement provides assurance to the owner that their property's intrinsic values will be preserved with all successive ownerships. Historic preservation easements may also be used to protect a historic landscape, battlefield, traditional cultural place, or archaeological site.

The conveyance of an easement transfers partial interest in the real property to the chosen organization. While the owner maintains full ownership of the property, he or she has conveyed a specific set of development rights through the easement. Each easement is created specifically for that property; however, they share the same objective to protect against changes that are inconsistent with the preservation of the property. Inconsistent changes can include the construction of additions, demolition of buildings, construction of new structures, and inappropriate alterations. The easement may also require that certain levels of physical and safe conditions are maintained.

An easement gives the organization to which it is conveyed the legal authority and responsibility to enforce its terms. This often includes the right to inspect the property to ensure that the owner is in compliance with the conditions of the easement. Changes to the property are also monitored through a review and approval process. The Easement typically prohibits the owner from demolishing or making alterations to the property without prior review and approval by the easement holder. For example, an easement might prohibit facade alterations or construction of an addition without first obtaining approval. Restrictions on subdividing and development of the property are also common. Many easements will specify the historic and character defining features of the property, especially if the property has been altered over time.

Sometimes, the easement holding organization can require that certain positive work requirements are carried out within a specified amount of time after the easement is conveyed. If upon inspection the easement holding organization finds that the terms of the easement have not been upheld, the owner may be held responsible for covering the costs of reversing an unacceptable treatment or face other penalties.

Summary: The Maryland Historical Trust Preservation Easement Program

The Trust began acquiring easements in 1969. We now hold over 800 easements on approximately 9,000 acres. In addition to donated gift easements, the Trust obtains easements through federal grants, state loans, state grants and bond bills, and through the sale of a state or federally owned property. We hold easements on a variety of buildings and properties, including Native American archaeological sites, homes and farms of Maryland's earliest families, churches of all denominations, schools, commercial buildings, factories, a WWII bomber factory, a furnace, lighthouses, bridges, railroad

stations, mills, museums, parks, and monuments. Our easements can cover interior, exterior and archeological features.

The Trust created an Easement Committee, consisting of architectural historians, archeologists, technical, and material specialists, to review and make recommendations to the Director. The Committee meets regularly to review proposed modifications to easement properties and to make recommendations to the Director. In determining what changes are appropriate for each easement property, the Trust consults the Secretary of the Interior's *Standards for the Treatment of Historic Properties* (36 CFR Part 68), published by the National Park Services. They serve as a guideline for proper preservation practice. The Trust is also available to provide advice or technical assistance to historic properties. The Standards are intended to preserve those elements that will contribute to a building's historic character and require that new additions or exterior alterations be compatible in mass, size, scale, and design of the historical structure.

Although there are likely to be associated costs with the donation of an easement, such as fees paid to lawyers, appraisers, and banks, we do not require an administrative fee. As a state agency our easements cannot be foreclosed upon except by Federal Action. Furthermore, we have the office of the Attorney General to enforce the contract if necessary.

Requirement of an Easement for a Grant

A perpetual preservation easement must be conveyed to the Maryland Historical Trust on all historic real properties assisted by Capital Grants including the Maryland Heritage Authority Capital Grant fund and the African American Grant fund. The easement is executed between the owner and the Trust before capital improvements begin and funds are released. The easement must be in form and substance acceptable to the Trust and the extent of the interest to be encumbered must be acceptable to the Trust. The easement coverage will be on the land or such portion of the land acceptable to the Trust, and on the exterior and interior of the historic structures, where appropriate.

Requirement of an Easement for a Bond Bill

Prior to the issuance of the bonds, unless the Maryland Historical Trust determines that the property to be assisted by a grant is not historically significant, is significant only as a contributing property to a historic district listed in the Maryland Register of Historic Properties, is a type that is already adequately represented among the Trust's existing easement properties, or is already subject to a perpetual historic preservation easement acceptable to the Trust, the grantee shall grant and convey to the Maryland Historical Trust a perpetual preservation easement to the extent of its interest:

- (i) On the land or such portion of the land acceptable to the Trust; and
- (ii) On the exterior and interior, where appropriate, of the historic structures.

If the grantee or beneficiary of the grant holds a lease on the land and structures, the Trust may accept an easement on the leasehold interest.

The easement must be in form and substance acceptable to the Trust, and the extent of the interest to be encumbered must be acceptable to the Trust, and any liens or encumbrances against the land or the structures must be acceptable to the Trust.

Request of an Easement Under State or Federal Historic Preservation Law

(i) Transfer/Lease/Sale of State or Federally Owned Property

An Easement may be requested by the Maryland Historical Trust when a property is transferred, leased, or sold out of Federal or State ownership/control without adequate and legally enforceable restrictions or conditions to ensure the long term preservation of the property's historic significance to avoid adversely affecting the historic property.

The conveyance of an easement on State or Federal property must be granted to the Maryland Historical Trust at the time of transfer to ensure the on-going protection of the property's historic integrity and significance.

The easement must be in form and substance acceptable to the Trust, and the extent of the interest to be encumbered must be acceptable to the Trust, and any liens or encumbrances against the land or the structures must be acceptable to the Trust.

or

(ii) Mitigation Included in an Agreement Document

An Easement may be requested by the Maryland Historical Trust on a historic property that is involved in the historic preservation review process, commonly called "Section 106" review, when there is an adverse effect determination.

The Conveyance of an easement must be granted to the Maryland Historical Trust in compliance with the negotiated agreement document and prior to that document's expiration as a condition of the undertakings funding or permit approval.

The easement must be in form and substance acceptable to the Trust, and the extent of the interest to be encumbered must be acceptable to the Trust, and any liens or encumbrances against the land or the structures must be acceptable to the Trust.

Easement Conveyance Checklist of Required Items

- The Office of the Attorney General will prepare the easement document. Both your and our attorneys will need to review and approve of the draft easement prior to the preparation of a final easement.

To develop a mutually acceptable final draft easement for your review, we will need the following items:

- ☐ **A Certificate of Title**, following the enclosed outline, to which are attached complete copies of liens, encumbrances and rights-of-way upon the property. [Certificate of Title Form](#)
- ☐ **A copy of the most recent recorded deed(s)** for the property by which the present owner(s) acquired title to the property.
- ☐ **A legal property description** (metes and bounds) in paragraph form (if not in the deed) for the easement property.
- ☐ **A scaled site plan or plat** locating the building(s) footprint(s) and identifying the metes and bounds, as described in the written legal property description. (The legal property description in item #3 must match the scaled site plan.)

Additional required items for Organizations and Corporations:

- ☐ **Corporate Resolutions** (sample form attached) to convey an easement to the Maryland Historical Trust on the property which will benefit from the program; the name, title and signature of the person(s) authorized to sign the Deed of Easement and receive future notices. [Sample Corporate Resolution](#)
- ☐ **A Certificate of Good Standing from the Maryland State Department of Assessments and Taxation**, visit their website at www.dat.state.md.us for more information.
- ☐ **Articles of Incorporation and Bylaws.**
- ☐ **Approved Capital Project Grant Application** (for Bond Bills, provided by Board of Public Works and/or Department of General Services).
- The Trust staff will coordinate a site visit with you to take photographs of the property and discuss the easement after all of the requirements above are met and deemed satisfactory.
- **Please mail all materials to:**
Anne Eastman
Easement Processor
Maryland Historical Trust
100 Community Place
Crownsville, Maryland 21032
Phone: (410) 514-7308
Email: ceastman@mdp.state.md.us

REQUIRED FORMAT FOR TITLE CERTIFICATE

TO: Maryland Historical Trust
100 Community Place
Crownsville, Maryland 21032

Property/Project Name: _____

CERTIFICATE OF TITLE

The undersigned Attorney at Law, authorized to practice in the State of Maryland, having an established office at _____; being familiar with the Land Records, Circuit Court Records, Orphans Court Records and other records of _____ County, has examined the foregoing records, or such of them that may relate to the title and encumbrances thereon of the land herein described, [for a period covering at least 60 years][as a bring to date to a certificate of title dated _____], and certifies that said records disclose the following:

LOCATION AND GENERAL DESCRIPTION OF LAND AS APPEARING FROM LAND RECORDS: *Provide street address, historical name of property, if any, and recite deed references and attach copy. (Do Not Leave Blank)*

OWNER OF LAND AS APPEARING FROM THE ASSESSMENT RECORDS: *Give name, even if shortened form as found on deed; e.g. "John Smith et ux."*

FEE SIMPLE TITLE VESTED IN: *Provide name, even if shortened form, as found on deed*

OTHER TITLE INTERESTS OF RECORD: *Recite deed references, dates & attach copies or state "None"*

REFERENCE TO DEEDS AND OTHER INSTRUMENTS BY WHICH TITLE WAS ACQUIRED: *Recite deed references, dates & attach copies or state "None"*

EASEMENTS: *Recite deed references, dates & attach copies or state "None"*

RESTRICTIONS OR OTHER COVENANTS: *Recite deed references, dates & attach copies or state "None"*

MORTGAGE LIENS: *Recite deed references, dates & attach copies or state "None"*

OTHER LIENS AND ENCUMBRANCES: *Recite deed references, dates & attach copies or state "None"*

Also attached are copies of all other deeds in the chain of title for [at least a 60 year period] [the period covered by this bring to date].

It is the opinion of the undersigned that good and merchantable title vests in the aforementioned title holders of record, subject only to such easements, restrictions, covenants, and liens and encumbrances as are above mentioned and the following: (add additional comments as appropriate)

Attorney Signature

Address

(Printed Name)

(Date)

Telephone Number

CORPORATE RESOLUTIONS (SAMPLE)

I, _____, the Secretary of _____, [full name of entity] (the “_____”) [short name of entity] certify that:

1. I am the duly elected and acting Secretary of the _____, [short name of entity] which is organized and existing in good standing under the laws of Maryland.

2. Paragraphs 3, 4, 5 and 6 below constitute a true and correct statement of the resolutions (the “Resolutions”) that were duly adopted by the _____ [governing body of entity, and name of entity] at a [regular][special] meeting held on _____.

3. WHEREAS, the members of the _____ [governing board] of the [short name of entity] have deemed it to be in the best interest of the _____ [short name of entity] to apply for and to accept funds through a grant/loan/Maryland State bond bill or grants/loans/bond bills (respectively, the "Grant(s)", "Loan(s)" or “Bond Bill(s)”) to finance, in part, the costs of a specific project or projects (the "Project(s)") from the Maryland Department of Planning ("MDP") and or the Maryland Historical Trust (the "Trust") of the Maryland Department of Planning, a principal department of the State of Maryland.

4. AND WHEREAS, the Grant/Loan/Bond Bill financing requires _____ [short name of entity] to convey an easement to the Maryland Historical Trust (the Grant/Loan/Bond Bill Easement”) on the property which will benefit from the Project.

5. NOW THEREFORE, BE IT RESOLVED that the Project is hereby approved, and that the _____ [short name of entity] is hereby authorized to apply for and, if approved, enter into the Grant/Loan/Bond Bill Easement in accordance with the terms and provisions of the documents evidencing the Grant/Loan/Bond Bill Easement including a grant/loan/preservation agreement (hereinafter referred to collectively as the "Grant Documents", "Loan Documents" or “Bond Bill Easement Documents”) which may be required by MDP or the Trust.

6. BE IT FURTHER RESOLVED that the [officer title], or _____ [officer title], of the _____ [short name of entity] are hereby separately authorized and directed to execute, attest to and deliver the Grant/Loan/ Bond Bill Easement Documents and other documents related thereto, substantially in the forms submitted to the _____ [governing body of entity], which forms are hereby approved, in the name and on behalf of the _____ [short name of entity] and under its corporate seal.

7. BE IT FURTHER RESOLVED that the _____ [first officer title as above] and the _____ [second officer title as above] are separately authorized and directed to make or cause to be made and to execute and deliver on behalf of the _____, such certificates and statements and any and all other papers, instruments, or documents which may be necessary, convenient, or desirable to complete the Grant/Loan/Bond Bill Easement transaction.

The following persons (i) are duly elected, qualified, and acting officers of the _____ [short name of entity] in the capacity indicated, or (ii) are otherwise authorized to execute and deliver documents on behalf of the [short name of entity] for purposes of binding the [short name of entity]; and (iii) the signatures set forth below after their names and offices or titles are

their true and genuine signatures: [IN ORDER TO COVER ALL SITUATIONS, PLEASE LIST ALL PERSONS AUTHORIZED TO SIGN.]

<u>Name</u>	<u>Office/Title</u>	<u>Signature</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

8. AND BE IT FURTHER RESOLVED that all actions of the _____ [list officer(s) title(s) for and on behalf of the _____ [short name of entity], which have been or will be taken in connection with the Grant/Loan/Bond Bill, are hereby ratified, confirmed, and adopted.

WITNESS my signature and the seal of the _____ [short name of entity] this ____ day of _____, 20____.

Secretary

SAMPLE EASEMENT

DEED OF EASEMENT AND CONDITIONAL SECURITY AGREEMENT

THIS DEED OF EASEMENT AND CONDITIONAL SECURITY AGREEMENT, made as of this _____ day of _____, 20__, by and between _____, (the "Grantor"), and the MARYLAND HISTORICAL TRUST, an instrumentality of the State of Maryland (the "Grantee").

WHEREAS, Grantee is a body corporate and instrumentality of the State of Maryland created for the purpose generally of preserving and maintaining historic, aesthetic and cultural properties, all as is more particularly provided for by law; and

WHEREAS, the real property as hereinafter described (the "Property") has substantial historic, aesthetic and cultural character and this Deed of Easement and Conditional Security Agreement (this "Agreement") will promote the preservation and maintenance of the Property and its historic, cultural, scenic and aesthetic character; and

WHEREAS, Grantee is possessed with the power and duty to accept, hold and administer this Agreement; and

WHEREAS, Grantee has determined that the easement contained within this Agreement is exclusively for conservation purposes; and

WHEREAS, in accordance with the terms and conditions of a grant agreement between the Grantor and the Grantee dated _____, which terms and conditions have been agreed to and accepted by the Grantor, Grantee has approved a grant in the amount of _____ DOLLARS (\$_____) (the "Grant"), to be made to the Grantor for the purpose of financing, in part, [provide description of project]; and

WHEREAS, a condition of receipt of the Grant is that the Grantor execute this Agreement.

NOW, THEREFORE, in consideration of the foregoing recitals, and for other good and valuable considerations, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

In accordance with the terms of the grant agreement referred to above, Grantor hereby agrees that:

1. If there is no prior lien on the Property, the Easement (as hereinafter defined) shall be an encumbrance prior to any subsequent lien on the Property. If there are any prior liens on the Property, the Grantor hereby further agrees:

a. That upon any destruction of the encumbrance of the Easement by the foreclosure of a prior lien, Grantor shall reimburse to Grantee the amount of the Grant or that portion which has been disbursed to Grantor; and

b. That the Easement shall constitute a lien on the Property in an amount not to exceed the Grant, which shall be enforceable if foreclosure proceedings are ever instituted against the Property by the holder of a lien created prior to the date of this Agreement, but only to the extent that proceeds are available after payment of all expenses incident to such proceedings and the claim of said lienholder; and

c. The Grantor shall reimburse to Grantee the amount of the Grant or that portion which has been disbursed by Grantee if the Easement is determined by court finding or otherwise not to be legally enforceable by Grantee for any reason.

2. Grantor hereby grants and conveys to Grantee with Special Warranty of Title an easement (the "Easement") in all of that certain lot or parcel of land known as the _____ property, together with all of the improvements thereon, and appurtenances, rights and interests thereunto belonging, which is situate, lying and being in County, State of Maryland, and which is more particularly set forth in Exhibit B, attached hereto and incorporated herein.

3. Exhibit A consists of _____ pages and includes as page 1 a schedule (which is recorded with this Agreement) describing the documents, photographs of selected portions of the Property, and other things that are not recorded herewith but are nonetheless as fully and completely incorporated by reference into this Agreement as though recorded herewith. Grantor acknowledges that Exhibit A may be modified and updated upon the conclusion of the restoration of the Property.

4. The terms of the Easement are as follows:

(A) Duration and Nature of the Easement. The Easement shall be perpetual in duration. The parties agree that it is and shall be considered an easement in gross and as such is inheritable and assignable and runs with the land as an incorporeal property interest in the Property enforceable by Grantee and its successors, transferees and assigns with respect to the Property and against Grantor and Grantor's heirs, successors, transferees and assigns, all of whom are collectively referred to herein as "Grantee" and "Grantor", respectively. The Easement is subject to any and all presently existing valid encumbrances, easements and rights-of-way upon the Property.

(B) Public Access. Grantor shall make the Property open to the public on a minimum of 5 days per year from 10:00 a.m. to 5:00 p.m., or the equivalent of 35 hours a year, and at other times by appointment as may be determined by Grantor.

(C) Maintenance and Administration. Grantor shall keep and maintain the Property, including the [Exterior or Exterior and Interior] (as hereinafter defined) of the improvements thereon, in good, clean and safe condition. Grantor shall maintain, repair and administer the Property and the [Exterior or Exterior and Interior] of the improvements thereon in a manner to preserve the historic, aesthetic and cultural character and appearance of the Property and the improvements thereon as shown and described in Exhibit A. The maintenance, repair and administration of the Property and the [Exterior or Exterior and Interior] of the improvements thereon shall further conform to the requirements of Paragraph D below. This covenant does not require reconstruction of any improvements which are destroyed in whole or in part by casualty loss unless insurance proceeds are available for such purposes.

(D) Changes and Alterations.

(i) Without the express written consent of the Director of the Maryland Historical Trust (the "Director"), Grantor shall not cause, permit or suffer any construction which would alter or change the Property or the [Exterior or Exterior and Interior] of any improvements thereon as described and depicted in Exhibit A, provided, however, that if damage has resulted to said [Exterior or Exterior and Interior] from casualty loss, deterioration or wear and tear, then the maintenance, repair, repainting or refinishing to correct the damage shall be permitted without such written permission of the Director, provided that such maintenance, repair, repainting or refinishing is performed in a manner that will not alter the appearance of such improvements upon conclusion of the restoration of the Property.

(ii) The term[s] [Exterior or Exterior and Interior] mean[s] the [Exterior or Exterior and Interior] surface[s] of an improvement on the Property including the architectural style, the general design and arrangement, the color, the kind and texture of the building materials and the type and style of all windows, doors, light fixtures, signs and other similar [Exterior or Exterior and Interior] features. The term construction shall include all construction, reconstruction, improvement, enlargement, painting and decorating, alteration, demolition, maintenance or repair of any structure or works.

(iii) Without the express written consent of the Director, [or as provided in paragraph 4(D)(iv) below,] no building, structure, or improvement may be constructed or erected on the Property other than those buildings, structures, or improvements which are as of the date of this Agreement located on the Property, as described and depicted in Exhibit A.

[(iv) INSERT PERMISSIBLE CONSTRUCTION ACTIVITIES]

(E) Archeological Resources. Without the express written consent of the Director, Grantor shall not cause, permit or suffer any grading, excavation, plowing over 12 inches in depth, subsoiling, drainage improvement, or other undertaking which would materially disturb the surface or subsurface of the ground. Prior to granting any consent, the Director may require the Grantor to perform a survey in order to identify and determine the significance of archeological deposits. If subsequently deemed necessary by the Director, the Grantor shall conduct data recovery, excavation, curation, documentation and reporting of the affected deposits, all in a form and substance satisfactory to the Director.

(F) Inspection. Grantee shall have the right to enter the Property on reasonable notice to Grantor for the purpose of inspecting the Property to determine whether there is compliance by the Grantor with the terms of this Agreement.

(G) Breach by Grantor. Upon any breach of the terms of this Agreement by Grantor, Grantee may, after reasonable notice to Grantor, exercise any or all of the following remedies:

(i) institute suit(s) to enjoin any breach or enforce any covenant by ex parte, temporary, and/or permanent injunction;

(ii) demand that the Property be restored promptly to the condition required by this Agreement; and

(iii) enter upon the Property, correct any breach, and hold Grantor responsible for the resulting cost.

Grantee's remedies shall be cumulative and shall be in addition to any other rights and remedies available to Grantee at law or equity. If Grantor is found to have breached any of Grantor's obligations under this Agreement, Grantor shall reimburse Grantee for any costs or expenses incurred by Grantee, including court costs and reasonable attorneys' fees.

(H) Waiver. No waiver of any term or condition of this Agreement shall have any force or effect unless it be in writing and approved by the parties hereto. No failure on the part of Grantee to enforce any covenant or provision herein nor the waiver of any right thereunder by Grantee shall discharge or invalidate such covenant or provision, or any other covenant, condition, or provision hereof, or affect the right of Grantee to enforce the same in the event of a subsequent breach or default. . [(OR) The parties' remedies shall be cumulative and shall be in addition to any other rights and remedies available to them at law or equity. Each party shall be responsible for its own costs of litigation and attorney fees. (THIS LANGUAGE MAY BE USED WHEN GRANTOR IS A LOCAL GOVERNMENT OR LOCAL GOVERNMENT AGENCY)]

(I) Consent, Disapproval and Appeal. In any event where the terms of this Agreement require the consent of the Director, such consent shall be requested by notice to the Director and consent shall be deemed to have been given within forty-five (45) days after receipt of notice by the Director unless the Director gives notice to the Grantor of specific reason for disapproval. In any event where the Director gives such notice of disapproval, Grantor may appeal the disapproval to the Board of Trustees of the Maryland Historical Trust for review by it or by such person or agency as may be designated by it to make such review. Appeal shall be made by notice to the Director given within forty-five (45) days of receipt of notice of disapproval from the Director.

(J) Notice. Any notice required to be given by this Agreement shall be in writing and may be given by certified or registered mail, with postage prepaid and return receipt requested, if to the Grantor, addressed to the Grantor as follows:

or to the Grantor at such other address as the Grantor may from time to time designate by notice to the Director, or, if to the Grantee or the Director, addressed to the Grantee or Director as follows:

Director
Maryland Historical Trust
100 Community Place
Crownsville, Maryland 21032-2023

or to the Grantee or the Director at such other address as the Director may from time to time designate by notice to the Grantor. Any notice given in the foregoing manner shall be deemed to have been given upon receipt thereof, which shall be presumed to be two (2) days after the day notice has been deposited with the United States Post Office.

(K) Construction. The Easement is for the purpose of promoting and shall be construed to promote the purposes of the statutes creating and governing Grantee and of Section 2-118 of the Real Property Article of the Annotated Code of Maryland and to preserve the historic, cultural, scenic and aesthetic character of the Property.

(L) Subsequent Conveyance. Grantor agrees that the restrictions of the Easement will be inserted, verbatim or by express reference, in any subsequent deed or other legal instrument by which the Grantor's fee simple title to the Property or any other possessory interest in the Property, or any part thereof, is divested or conveyed.

(M) Transfer of Ownership. The Grantor agrees for [itself,] its [personal representatives, heirs,] successors, transferees and assigns, to notify the Grantee in writing of the names and addresses of any party to whom the Property, or any part thereof, is being transferred before or within forty-five (45) days of the time the transfer is consummated.

(N) Conservation Purposes. Grantee agrees that it will hold this Agreement exclusively for conservation purposes i.e., that it will not transfer this Agreement whether or not for consideration. However, subject to the provisions of any applicable federal law, Grantee may assign or transfer its interest in this Agreement to a governmental unit or organization which qualifies at the time of the transfer as an eligible donee of this Agreement under any pertinent provisions of federal law.

(O) Governing Law. This Agreement is made in, and shall be governed by, the laws of the State of Maryland.

WITNESS THE FOLLOWING SIGNATURES AND SEALS:

WITNESS/ATTEST:

GRANTOR:

By: _____(SEAL)

Name:

Title:

WITNESS:

**ACCEPTED BY THE
MARYLAND HISTORICAL TRUST**

By: _____(SEAL)

J. Rodney Little, Director

Exhibit A: Schedule
Exhibit B: Property Description

Approved as to form and legal

sufficiency this ____ day of _____, 20__.

Assistant Attorney General

STATE OF MARYLAND, _____ CITY/COUNTY, to wit:

I HEREBY CERTIFY, that on this ____ day of _____, in the year 20__, before the subscriber, personally appeared _____, who acknowledged that (s)he executed the foregoing instrument for the purposes therein contained as the duly authorized of _____.

Notary Public

My Commission Expires:_____

STATE OF MARYLAND, _____ COUNTY, to wit:

I HEREBY CERTIFY, that on this ____ day of _____, in the year 20__, before the subscriber, personally appeared J. Rodney Little, and acknowledged that he executed the foregoing instrument for the purposes therein contained as the fully authorized Director of the Maryland Historical Trust.

Notary Public

My Commission Expires:_____

CERTIFICATION

The undersigned hereby certifies that this instrument has been prepared by me or under my supervision, and that I am an attorney admitted to practice before the Court of Appeals of Maryland.

_____(SEAL)
[Signature over Typed Name of Attorney]

Procedures for Reviewing Alterations to Easement Properties

1. Complete the Change/Alteration Project Proposal Application available on the website [<http://mht.maryland.gov/>] and submit to the Maryland Historical Trust, Administrator, Historic Preservation Easement Programs [Ms. Amy Skinner] at 100 Community Place, Crownsville, MD 21032, listing (in detail) each of the proposed alteration(s) to the easement property. All applications must be submitted in hard copy at least one week prior to the scheduled meeting date. They should include any information that would assist the Easement Committee and the Director in their review, such as photos, architectural plans, drawings, etc.
 2. Maryland Historical Trust Easement Committee will review the request at its regularly scheduled meeting, every three weeks. The schedule is available on the website under Forms and Documents or by contacting Ms. Skinner at (410) 514-7632. If the request does not include sufficient information needed for the Committee to make a decision, the Committee will consider the request incomplete and direct staff to obtain the required information from the applicant. For some projects, a site visit by staff or the Committee may be necessary.
 3. If the application is complete, the Committee will make a recommendation to the Maryland Historical Trust Director [J. Rodney Little]. Generally, the Committee and the Director will apply the Secretary of the Interior's *Standards for the Treatment of Historic Properties* (36 CFR Part 68) in their review of requests. A copy of the *Standards* is available on the website under Forms and Documents.
 4. The Director will approve, approve with conditions, or deny the request based upon the Committee's recommendation.
 5. A letter detailing the Director's decision will be sent to the applicant within the length of time specified within the easement. Approval by the Director is effective for a period of six (6) months from the date of approval. If an extension of the approval period is necessary, a written request must be submitted to the Director.
- *Please note: The Easement Committee is not a "public body" as defined under the State Open Meetings Act (State Government Article, § 10-502(h), Annotated Code of Maryland). Its meetings are not open sessions and the Open Meetings Act does not entitle the general public to attend. The Easement Administrator will contact Applicants asked to present additional information to attend the Easement Committee meeting.*

THE SECRETARY OF THE INTERIOR'S
STANDARDS FOR THE TREATMENT OF HISTORIC PROPERTIES

CODE OF FEDERAL REGULATIONS

Title 36. Parks, Forests, and Public Property

Part 68. The Secretary of the Interior's Standards for the Treatment of Historic Properties

§ 68.1 Intent.

The intent of this part is to set forth standards for the treatment of historic properties containing standards for preservation, rehabilitation, restoration and reconstruction. These standards apply to all proposed grant-in-aid development projects assisted through the National Historic Preservation Fund. 36 CFR part 67 focuses on "certified historic structures" as defined by the IRS Code of 1986. Those regulations are used in the Preservation Tax Incentives Program. 36 CFR part 67 should continue to be used when property owners are seeking certification for Federal tax benefits.

§ 68.2 Definitions.

The standards for the treatment of historic properties will be used by the National Park Service and State historic preservation officers and their staff members in planning, undertaking and supervising grant-assisted projects for preservation, rehabilitation, restoration and reconstruction. For the purposes of this part:

(a) Preservation means the act or process of applying measures necessary to sustain the existing form, integrity and materials of an historic property. Work, including preliminary measures to protect and stabilize the property, generally focuses upon the ongoing maintenance and repair of historic materials and features rather than extensive replacement and new construction. New exterior additions are not within the scope of this treatment; however, the limited and sensitive upgrading of mechanical, electrical and plumbing systems and other code-required work to make properties functional is appropriate within a preservation project.

(b) Rehabilitation means the act or process of making possible an efficient compatible use for a property through repair, alterations and additions while preserving those portions or features that convey its historical, cultural or architectural values.

(c) Restoration means the act or process of accurately depicting the form, features and character of a property as it appeared at a particular period of time by means of the removal of features from other periods in its history and reconstruction of missing features from the restoration period. The limited and sensitive upgrading of mechanical, electrical and plumbing systems and other code-required work to make properties functional is appropriate within a restoration project.

(d) Reconstruction means the act or process of depicting, by means of new construction, the form, features and detailing of a non-surviving site, landscape, building, structure or object for the purpose of replicating its appearance at a specific period of time and in its historic location.

§ 68.3 Standards.

One set of standards--preservation, rehabilitation, restoration or reconstruction--will apply to a property undergoing treatment, depending upon the property's significance, existing physical condition, the extent of documentation available and interpretive goals, when applicable. The standards will be applied taking into consideration the economic and technical feasibility of each project.

(a) Preservation.

(1) A property will be used as it was historically, or be given a new use that maximizes the retention of distinctive materials, features, spaces and spatial relationships. Where a treatment and use have not been identified, a property will be protected and, if necessary, stabilized until additional work may be undertaken.

(2) The historic character of a property will be retained and preserved. The replacement of intact or repairable historic materials or alteration of features, spaces and spatial relationships that characterize a property will be avoided.

(3) Each property will be recognized as a physical record of its time, place and use. Work needed to stabilize, consolidate and conserve existing historic materials and features will be physically and visually compatible, identifiable upon close inspection and properly documented for future research.

(4) Changes to a property that have acquired historic significance in their own right will be retained and preserved.

(5) Distinctive materials, features, finishes and construction techniques or examples of craftsmanship that characterize a property will be preserved.

(6) The existing condition of historic features will be evaluated to determine the appropriate level of intervention needed. Where the severity of deterioration requires repair or limited replacement of a distinctive feature, the new material will match the old in composition, design, color and texture.

(7) Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.

(8) Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.

(b) Rehabilitation.

(1) A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces and spatial relationships.

(2) The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces and spatial relationships that characterize a property will be avoided.

(3) Each property will be recognized as a physical record of its time, place and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.

(4) Changes to a property that have acquired historic significance in their own right will be retained and preserved.

(5) Distinctive materials, features, finishes and construction techniques or examples of craftsmanship that characterize a property will be preserved.

(6) Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.

(7) Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.

(8) Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.

(9) New additions, exterior alterations or related new construction will not destroy historic materials, features and spatial relationships that characterize the property. The new work will be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.

(10) New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

(c) Restoration.

- (1) A property will be used as it was historically or be given a new use that interprets the property and its restoration period.
- (2) Materials and features from the restoration period will be retained and preserved. The removal of materials or alteration of features, spaces and spatial relationships that characterize the period will not be undertaken.
- (3) Each property will be recognized as a physical record of its time, place and use. Work needed to stabilize, consolidate and conserve materials and features from the restoration period will be physically and visually compatible, identifiable upon close inspection and properly documented for future research.
- (4) Materials, features, spaces and finishes that characterize other historical periods will be documented prior to their alteration or removal.
- (5) Distinctive materials, features, finishes and construction techniques or examples of craftsmanship that characterize the restoration period will be preserved.
- (6) Deteriorated features from the restoration period will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture and, where possible, materials.
- (7) Replacement of missing features from the restoration period will be substantiated by documentary and physical evidence. A false sense of history will not be created by adding conjectural features, features from other properties, or by combining features that never existed together historically.
- (8) Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
- (9) Archeological resources affected by a project will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
- (10) Designs that were never executed historically will not be constructed.

(d) Reconstruction.

- (1) Reconstruction will be used to depict vanished or non-surviving portions of a property when documentary and physical evidence is available to permit accurate reconstruction with minimal conjecture and such reconstruction is essential to the public understanding of the property.
- (2) Reconstruction of a landscape, building, structure or object in its historic location will be preceded by a thorough archeological investigation to identify and evaluate those features and artifacts that are essential to an accurate reconstruction. If such resources must be disturbed, mitigation measures will be undertaken.
- (3) Reconstruction will include measures to preserve any remaining historic materials, features, and spatial relationships.
- (4) Reconstruction will be based on the accurate duplication of historic features and elements substantiated by documentary or physical evidence rather than on conjectural designs or the availability of different features from other historic properties. A reconstructed property will re-create the appearance of the non-surviving historic property in materials, design, color and texture.
- (5) A reconstruction will be clearly identified as a contemporary re-creation.
- (6) Designs that were never executed historically will not be constructed.

reconstruction projects.

In addition to the general standards set forth in [§ 68.3](#) the following specific standards shall be applied as appropriate:

(a) Acquisition.

- (1) Careful consideration shall be given to the type and extent of property rights that are required to assure the preservation of the historic resource. The preservation objective shall determine the exact property rights to be acquired.
- (2) Properties shall be acquired in fee simple when absolute ownership is required to insure their preservation.
- (3) The purchase of less-than-fee-simple interests, such as open space or facade easements, shall be undertaken when a limited interest achieves the preservation objective.
- (4) Every reasonable effort shall be made to acquire sufficient property with the historic resource to protect its historical, archeological, architectural, or cultural significance.

(b) Protection.

- (1) Before applying protective measures, which are generally of a temporary nature and imply future historic preservation work, an analysis of the actual or anticipated threats to the property shall be made.
- (2) Protection shall safeguard the physical condition or environment of a property or archeological site from further deterioration or damage caused by weather or other natural, animal, or human intrusions.
- (3) If any historic material or architectural features are removed, they shall be properly recorded and, if possible, stored for future study or reuse.

(c) Stabilization.

- (1) Stabilization shall reestablish the structural stability of a property through the reinforcement of loadbearing members or by arresting material deterioration leading to structural failure. Stabilization shall also reestablish weather resistant conditions for a property.
- (2) Stabilization shall be accomplished in such a manner that it detracts as little as possible from the property's appearance. When reinforcement is required to reestablish structural stability, such work shall be concealed wherever possible so as not to intrude upon or detract from the esthetic and historical quality of the property, except where concealment would result in the alteration or destruction of historically significant material or spaces.

(d) Preservation.

- (1) Preservation shall maintain the existing form, integrity, and materials of a building, structure, or site. Substantial reconstruction or restoration of lost features generally are not included in a preservation undertaking.
- (2) Preservation shall include techniques of arresting or retarding the deterioration of a property through a program of ongoing maintenance.

(e) Rehabilitation.

- (1) Contemporary design for alterations and additions to existing properties shall not be discouraged when such alterations and additions do not destroy significant historic, architectural, or cultural material, and such design is compatible with the size, scale, color, material, and character of the property, neighborhood, or environment.
- (2) Wherever possible, new additions or alterations to structures shall be done in such a manner that if such additions or alterations were to be removed in the future, the essential form and integrity of the structure would be unimpaired.

(f) Restoration.

(1) Every reasonable effort shall be made to use a property for its originally intended purpose or to provide a compatible use that will require minimum alteration to the property and its environment.

(2) Reinforcement required for structural stability or the installation of protective or code required mechanical systems shall be concealed whenever possible so as not to intrude or detract from the property's esthetic and historic qualities, except where concealment would result in the alteration or destruction of historically significant materials or spaces.

(3) When archeological resources must be disturbed by restoration work, recovery of archeological material shall be undertaken in conformance with current professional practices.

(g) Reconstruction.

(1) Reconstruction of a part or all of a property shall be undertaken only when such work is essential to reproduce a significant missing feature in a historic district or scene, and when a contemporary design solution is not acceptable.

(2) Reconstruction of all or a part of a historic property shall be appropriate when the reconstruction is essential for understanding and interpreting the value of a historic district, or when no other building, structure, object, or landscape feature with the same associative value has survived and sufficient historical documentation exists to insure an accurate reproduction of the original.

(3) The reproduction of missing elements accomplished with new materials shall duplicate the composition, design, color, texture, and other visual qualities of the missing element. Reconstruction of missing architectural features shall be based upon accurate duplication of original features, substantiated by historical, physical, or pictorial evidence rather than upon conjectural designs or the availability of different architectural features from other buildings.

(4) Reconstruction of a building or structure on an original site shall be preceded by a thorough archeological investigation to locate and identify all subsurface features and artifacts.

(5) Reconstruction shall include measures to preserve any remaining original fabric, including foundations, subsurface, and ancillary elements. The reconstruction of missing elements and features shall be done in such a manner that the essential form and integrity of the original surviving features are unimpaired.